

**Risk Management Meeting – All Divisions**  
**Wednesday, November 17, 2021 – 2:30PM**  
**Audit schedule – Dining Services / Feb, May, Aug, Nov**  
**Audit schedule – Bookstore Services / Jan, Apr, Jul, Oct**  
**NEW Audit schedule- Corporate Offices/ Jan, Apr, Jul, Oct**  
<https://www.csulb.edu/49er-shops-at-the-beach/risk-management>

1. Risk Management- Roles and Responsibilities
2. COVID Activity
  - a. Staff Questions on CDC Guidelines/Masks/Travel/Exposure
  - b. SSO Chicklets Student vs. 49er Shop Employee
  - c. Vendor and Paper Surveys
3. Inspections and Audits
  - a. COVID Monthly Inspections Update
  - b. Facilitating Audit Forms – End of Year Audit
  - c. Audit Facility Training
4. Accident Investigation Update
  - a. Workplace Incidents – New Employees
  - b. MedPost → MOMS
5. Business Continuity Plan
  - a. Updates – COVID
6. Emergency Evacuation Maps
  - a. Update Status
7. General Training
  - a. CPR-First Aid/AED Training
  - b. 1 hr. Sexual Harassment Training
  - c. COVID Training /Acknowledgement Form
8. Action Items & Next Steps
  - a. Next Meeting- December 15<sup>th</sup> @ 2:30pm